



NORRIDGE POLICE DEPARTMENT



Employee Warning Notice

Name: Justin Lezon Star #: 18 Date: November 7, 2017

TYPE OF VIOLATION					
Attendance	Carelessness	Insubordination	Late Arrival/Early Quit		
Failure to Follow Instructions	Rudeness Towards Citizens	Willful Damage to Equipment	Personal Business While on Duty		
Unsatisfactory Work Performance	Violations of Policy/Procedure	X Motor Vehicle Crash	X Missing a Court Date		

Date of Violation: November 6, 2017 Time of Violation: 0900

DESCRIPTION OF VIOLATION:

Officer Lezon missed a misdemeanor court date. The court date was the result of a subpoena. Officer Lezon did not contact the department or the State's Attorney for an excused absence in violation of Administrative General Order A-25 Court Appearance.

OFFICER'S STATEMENT:

☒ I agree with the above description ☐ I disagree with the above description

My reason is: _____

[Signature] 18 11/08/17
Officer's Signature Star # Date

ACTION TAKEN		DATE	SUPERVISOR NAME & STAR
X	Verbal Warning	11/07/17	<u>[Signature]</u> <u>18</u>
	Written Warning		
	Disciplinary Write-up		

CONSEQUENCES IF VIOLATION OCCURS AGAIN;

Per Department policy, a second violation within the next 12 months of the date of this violation will result in a Written Warning.

I have read and understand this warning;

[Signature] 18
Officer's Signature / Star#

[Signature]
Supervisor's Signature / Star #

11/08/17
Date

Date

Supervisor Issuing Warning: